

Space Family Education, Inc.
Board of Director's Open Meeting

Director Report

Staffing

Resignations:

None

New Hires:

Ms. Hirning reported that we don't have any new hires, only some temporary helps from Wee Care for the summer.

Other:

No report

Operations

Facility:

Ms. Hirning reported that she had contacted NASA facility people about water pooling in the playground after the last few days of rain.

Room 1 and 2 wing had intermittent air conditioning problem, but NASA facility people fixed it.

Ms. Gomez asked Ms. Hirning about the ductwork. Ms. Hirning said that she was told that it's fine. Also Ms. Hirning said that she was told that nothing could be done about the roof leaks during a big storm. It's just an inherent problem with the roof design.

Special Events:

Ms Hirning reported that she had scheduled all summer camp events.

Other:

Ms. Lewis questioned about the scheduling of the safety presentation on snakes. Ms. Schroeder said that she had called, but had not gotten in contact with Ms. Frick. Ms. Schroeder would continue to try to setup the visit from Ms. Frick.

Committees Report

Education Curriculum

No report

Playground

Ms. Lewis asked about a potential mosquito problem and who does the spraying. Ms. Hirning said that NASA usually does the spraying, but we have not had any problem with mosquitoes yet.

Newsletter and Webpage

Mr. Nguyen reported that the webpage had new cosmetic changes. Others pointed out that it still need to be updated with new information such as tuition rates and summer camp schedule, and suggested that monthly BOD meeting minutes be reordered with the latest first.

Room-1

No report

Room-2

No report

Room-3

No report

Room-4

No report

Room-5

No report

Room-6

No report

Room-7

No report

Room-8

No report

Room-9

No report

Board Members Report**Policies and Procedures** (Jennifer Lewis)

Ms. Lewis reviewed the discussion on the proposed illness and readmission policies. Ms. Lewis said that she had changed the illness policy section by adding a description of high and low grade fever, clarify the readmission criteria using the agreed upon 36 hours stay home period or after 24 hours of normal temperature with a doctor's note. Ms. Lewis would make sure that the dismissal criteria for fever would only base one number, 100.4 degrees or above. Ms. Lewis handed out the signature page for the Board to sign accepting the proposed policy changes, and said that she would update the Parents Handbook and distribute change notices to parents.

Ms. Lewis discussed the proposed policy change to award points to SFEI webmaster and newsletter editor for their volunteered time and effort. The discussion ended up with suggestions to award 7 points to newsletter editor and webmaster, and they would get to keep the awarded points after six months of service. Board member would get 10 points, but must serve a full term to keep the awarded points. All eligible point recipients would get their point immediately. Ms. Lewis agreed to revise the proposed policy change, and bring back to the Board for a vote at the next meeting.

The Board reviewed the proposed policy change allowing a member to hold an enrollment slot for up to 3 months, extended from 6 weeks. The Board agreed with this policy change as long as the member willing to pay the tuition to hold the slot. The Board voted to accept this policy change and the illness policy change discussed earlier.

Ms. Lewis reported that the Center is full for the fall. Ms. Lewis is waiting for a successful outcome of a potty training to determine which way to fill the last spot, 2 or 3 year old. Ms. Lewis said that we had one dropped out of Kindergarten, but we still have a minimum of 16 children for the room.

Treasurer (Susan Gomez)

Ms. Gomez handed out the financial report and pointed out that it's still one month behind. Ms. Gomez said that we still have some money in the bank. The balance on the books is high because it does not include the loans for the buses and facility.

Ms. Gomez said that we still need to have a budget meeting and tentatively scheduled it on July 20th. Ms Gomez said that we would need to see how well we would do over the summer to determine how much to raise tuition. Ms. Gomez anticipated no more than a \$2/week tuition increase for the fall.

Secretary (Louis Nguyen)

Mr. Nguyen reported that the Board held its Annual General Membership Meeting on June 1st. Following the meeting the membership voted on the proposed By-Laws changes; Amendment 12 – Eliminating term limit for elected Board members, Amendment 13 – Allowing electronic ballots for membership voting and Board member election, Amendment 14 – Allowing Annual General Membership Meeting to be scheduled anytime in June. All three By-Laws amendments were accepted by the membership, and Mr. Nguyen would update the By-Laws to reflect the changes.

[Results: 104 total votes, 8 not answered, 7 proxy/accepting Board recommendation, 89 votes:

Amendment 12: 8 not answered/proxy, 64 accepted, 32 rejected

Amendment 13: 8 not answered/proxy, 96 accepted

Amendment 14: 8 not answered/proxy, 96 accepted]

Mr. Nguyen reported that the Director evaluation is also complete, and handed out charts tabulating the results from parents, staff, and Board member evaluation. The results were provided to Ms. Hirning for immediate feedback on her performance, and to the Board for future bonus and contract renewal consideration.

Ms. Lewis asked about the membership email distribution list. Mr. Nguyen reported that he created it from the membership roster given to him monthly by Ms. Coppedge. Also Mr. Nguyen assured Ms. Lewis that emails sent to members are always sent without disclosure of the distribution list.

Vice President (Erica Vandersand)

No report

President (Susan Gomez)

Ms. Gomez reported that she spoke with NASA Center Operation Division and they estimated that our proposal to expand the facility would cost about \$2 millions, for both the gym structure and the expansion wing. Ms. Gomez said that we would have to decide and which construction to do first. The Board is leaning toward constructing the gym facility to accommodate the summer camp group because the old building, B210, will be demolished this fall.

SFEI Members Report

Walk-ons

Ms. Schroeder reported a recent incident with the JSC Clinic when one of our teachers went there to get her eye checked. Ms. Schroeder said that the nurse at the Clinic called her and said that the teacher could not return to work and would not allow Ms. Schroeder to speak with the teacher. An argument erupted, and both Ms. Schroeder and the teacher were upset with the way they were treated. The teacher later reported that the Clinic people did not ask for her consent before initiating many actions, including scheduling an appointment for her to see a specialist that is not of her own choosing. The Board commented that the Clinic people were probably over zealous when it comes to medical or accident problems taking place on-site and over reacted. Mr. Nguyen reminded Ms. Schroeder that as a patient one has the right to accept or refuse treatment, and healthcare professionals must honor that. The discussion concluded without any action or anything that the Board could do, other than filling one of their surveys and complaints about the incident.

A question was asked about saving the plaque with dedication on the old building. The Board answered that it would be saved when the building is demolished.

One parent said to give 'Kudos' for the teachers for putting signs reporting illnesses on the room doors. One suggested making a white board to write this and other information on instead of having to use paper. Another suggested asking parents to report or give status on their sick child, or at least letting the teacher and other parents know what kind of illness their child might have after being sent home.

Old Business

None

New Business

None

Attendance:

Louis Nguyen

Shelley Schroeder

Erica Vandersand

Katy Hurlbert

Liana Rodriggs

Susan Gomez

Jennifer Lewis

Valerie Thompson-Fowler

Kristy Hirning

Dianna Ritter

The next meeting will be July 15, 2004

Room 122 JSC Child Care Center - 11:30 AM - 1:00 PM